



**TIP GUIDE: FACILITY  
PROFILE MANAGEMENT**

# Facility Management

Within OneView® you can create additional Groups/Organizations which we call **"Facilities"** which allow you to track data, documents, and credentialing information for a facility (in the same way you would for a provider).

## Add Provider

Click here to start adding a facility.

The screenshot displays the Modio OneView interface for facility management. At the top, the Modio logo is on the left, and navigation links for Support, Modio U, New Features, Settings, Services, and Sign out are on the right. Below this is a blue navigation bar with links for Team, Forms, Tracking, Logins, Tasks, and Notes. The main header identifies the facility as 'Modio Health Master Practice (DEMO) (San Francisco, CA)'. A yellow callout box with the text 'Add Provider' and 'Click here to start adding a facility.' points to a '+ Add Provider' button. To the right of this button is a 'Message' button. An 'Alerts (33)' notification is visible. Below the header is a filter bar with tabs for All, Billing, CEO View, DPHM, Emergency Medicine, Mass, MEC Review, and TeleMedicine. The main content area is a table with columns for Provider, Tags, Compliance, and Actions. The table lists three providers: Snow, John - MD (Family Medicine, NPI# 1801007265), Speakman, William Brad - MD (Family Medicine, NPI# 1821034), and Spencer, David Lamar - MD (Trauma and Critical Care Surgery, NPI# 1053326). Each provider row shows 'No alerts' and a set of action icons. A pagination bar at the bottom indicates '1 / 1' items and '200 items per page'. The footer contains links for Privacy Policy, Terms and Conditions, and Live Help, along with the copyright notice '©2019 Modio Health. All rights reserved.'

# Facility Management

Creating your Facility.

**1** Check this box

**2**

**3**

**4** 1\_127 of 127 items

**Facility Name:** Enter the name of your facility and click skip profile claim. The name you provide for your facility will help distinguish it amongst your provider roster and can be changed later.

**Facility Email:** This field will auto-populate with a modio.email for your facility. You can change this later if needed.

# Facility Management

Finding your New Facility.

**New Facility Here:**  
You will find your new facility in your team roster with the abbreviation "FAC" following the facility name.

The screenshot displays the Modio Health Master Practice (DEMO) interface for San Francisco, CA. The top navigation bar includes links for Support, Modio U, New Features, Settings, Services, and Sign out. Below this, a secondary navigation bar contains Team, Forms, Tracking, Logins, Tasks, and Notes. The main header shows the practice name and location, along with buttons for Add Provider and Message. A notification bell indicates 33 alerts. A filter bar allows selection of various categories like Billing, CEO View, DPHM, Emergency Medicine, Mass, MEC Review, and TeleMedicine. The main content area features a table with columns for Provider, Tags, Compliance, and Actions. A search filter is set to 'West Coast'. One provider is listed: 'Coast, Modio Health West - FAC' with a green 'MC' icon and 'No Specialty'. The table shows 'No alerts' for this provider. At the bottom, there is a pagination control showing '1' of '1' items and a '200 items per page' setting. The footer contains links for Privacy Policy, Terms and Conditions, and a Live Help button.

# Facility Management

Renaming your Facility,  
Adding Payors, and  
Uploading Documents.

**Renaming Your Facility:** On the personal info tab, you can change the First/Last Name for your facility at anytime.

The screenshot shows the 'Personal Info' tab for a facility named 'Modio Health West Coast FAC'. The form is divided into several sections: Personal Info, Contact Information, Home Address, and Birth Information. A yellow callout box points to the 'First Name' field, which contains 'Modio Health West'. Other fields include 'Last Name' (Coast), 'Provider Title' (FAC - Facility), 'Work Email' (modiohealthwestcoast@modio.emai), and 'Home Address' (Home address, Home address 2, Home city, State, Zip/Postal Code, County, Country). A 'Save' button is located in the top right corner of the form area.

**Healthcare Payors**

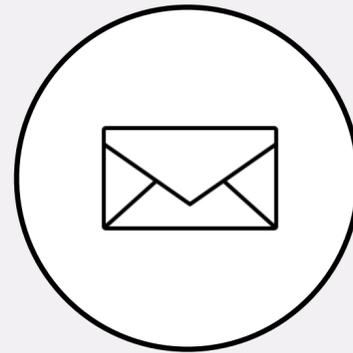
**Documents**

For additional questions or further training,  
contact the Modio Team via:

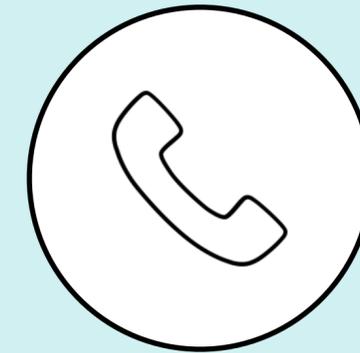
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